

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY
QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN
LIFE.
CUSTOMERS AND CLIENTS ARE LIKELY TO FOLLOW THE LEAD OF EMPLOYEES
AND MANAGERS DURING AN ACTIVE SHOOTER SITUATION.

1. EVACUATE

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE OUT

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock the doors

3. TAKE ACTION

- As a last resort and only when your life is in imminent danger.
 - Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter

CALL 911 WHEN IT IS SAFE TO DO SO

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

1. HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm, and follow officers' instructions
- Avoid pointing, screaming and/or yelling
- Immediately raise hands and spread fingers
- Do not stop to ask officers for help or direction when evacuating.
- Keep hands visible at all times officers are entering the premises
- Avoid making quick movements toward officers such as attempting to hold on to them for safety

2. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:

- Location of the active shooter
- Number and type of weapons held
- Number of shooters, if more than one by the shooter/s
- Physical description of shooter/s
- Number of potential victims at the location

RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

AN ACTIVE SHOOTER MAY BE A CURRENT OR FORMER EMPLOYEE. ALERT YOUR
HUMAN RESOURCES
DEPARTMENT IF YOU BELIEVE AN EMPLOYEE EXHIBITS POTENTIALLY VIOLENT
BEHAVIOR.
INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR MAY INCLUDE ONE OR MORE
OF THE FOLLOWING:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
 - Depression/Withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
 - Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes